

Financial Reporting Transition Team POAM

Updated – 09/07/04

		Action	Target Completion Date	Status	Organization	POC
1.		Develop electronic inventory of reports (MEO para. 3.4.6)				
	A	Analyze MEO Appendix P to identify preliminary report assignments	06/09/04	Completed	ME-12	Loyd
	B	Obtain Transition Team agreement on reports, assignments, locations	09/15/04			
	C	Establish location on server for electronic version of reports	09/15/04			
	D	Develop EFASC Web page link to electronic inventory	09/30/04			
2.		Financial Statement Reporting				
3.		Participate in UAT for financial statement generation	06/10/04	Completed	ME-12	King
4.		Identify, track and resolve fund type 54 data integrity issues that will preclude clean conversion process				
	A	Meet with STARS/SGL Teams to discuss non-fund liability conversion issues	05/13/04	Completed	ME-12	Loyd
	B	Hold conference call with Reports Transition Team members to discuss status of FT54 balances, identify issues, and assign task responsibilities for resolution/correction	05/20/04	Completed	ME-12	Loyd
	C	Resolve XN balances either through default values provided to STARS Team or by having appropriate field office record the balances	06/30/04	Completed 06/17/04	ME-12	Hoch
	D	Confirm resolution of data integrity issues	Ongoing		ME-12	Hoch
5.		Issue procedures for recording unfunded liability transactions that specify roles and responsibilities and resolve/preclude inconsistent business practices among field offices and integrated contractors (Includes environmental liabilities, ES&H liabilities, pension and PRB liabilities, contingencies, annual leave, FECA, capital leases)				
	A	Develop process flow	07/01/04	Completed	ME-12	Loyd
	B	Draft procedures and issue for comment	07/15/04	Completed	ME-12	Loyd
	C	Revise Procedures in light of STARS delay	09/07/04		ME-12	Loyd
	D	Finalize procedures and post to EFASC website	09/15/04		ME-12	Loyd
6.		Develop desk procedures for managerial cost allocations and eliminations entries				
	A	Participate in UAT2 testing of mass allocation entries	08/15/04	Cancelled	ME-12	Schanck
	B	Work with STARS Team to develop cost allocation process	TBD		ME-12	Schanck

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		Action	Target Completion Date	Status	Organization	POC
	C	Develop process flows	07/31/04 TBD	Dependent on UAT2 Testing	ME-12	Schanck
	D	Develop desk procedures	TBD		ME-12	Schanck
7.	Develop Desk Procedures for Footnotes					
	A	Develop process flows	08/15/04	Completed	ME-12	King
	B	Assist STARS Team in Developing reports supporting the footnotes	TBD	Lori King will continue assisting STARS Team – 50% commitment	ME-12	King
	C	Develop desk procedures	TBD	Dependent on programming STARS reports	ME-12	King
8.	Develop Desk Procedures for Financial Statement Analysis of Abnormal Balances and Significant Line Balance Changes					
	A	Develop process flows	08/15/04	Completed	ME-12	Ammons
	B	Assist STARS Team in developing reports needed for analysis	TBD	Lori King will continue assisting STARS Team – 50% commitment	ME-12	King
	C	Develop desk procedures	TBD	Dependent on programming STARS reports	ME-12	King
9.	Develop Desk Procedures for Year-End Closing Package		2005	Dependent on FY04 process and STARS financial statement process to be developed	ME-12	Ammons
10.	Prepare Desk Procedures for Consolidated Financial Statements		09/15/04			
	A	Assist STARS Team in Developing reports	TBD	Ongoing	ME-12	King
	B	Develop desk procedures	TBD	Dependent on programming STARS reports	ME-12	King
11.	Prepare Desk Procedures for Component Statements (NWF, D&D Fund, IP&DP)					

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	A	Develop process flows	TBD		ME-12	Thomas
	B	Develop desk procedures	TBD		ME-12	Thomas
12.		Develop field office POC list for financial statements	TBD		EFASC	Harbell
13.		Recording Treasury Warrants and SF-1151 Transfers				
14.		Determine whether Public Law, Trading Partner, and Trading Account attributes (as needed) can be entered into STARS from ADI worksheets	05/14/04	Completed (yes)	ME-12	Harbell
15.		Verify that Budget Execution will be recording the budgetary entries for appropriations and rescissions	05/14/04	Completed (they will)	ME-12	Harbell
16.		Determine who in MEO and PMAs will process, approve, and record warrants, credit warrants, 1151s	07/30/04	Under discussion (attributes included if in STARS)	ME-12	Harbell
17.		Obtain appropriate GWS access for preparing/approving 1151s	09/30/04		ME-12	Baldwin
18.		Determine how warrant/credit warrant actual fund amounts are to be determined	07/30/04	Will need to be done in coordination with Budget Execution so cash is entered in correct fund in agreement with AFPs, etc.	ME-12	Harbell
19.		Identify process flow for 1151's, warrants and credit warrants	TBD		ME-12	Harbell
20.		Set-up STARS transactions/entries	TBD		STARS	
21.		Prepare desk procedures for preparing and processing warrants/credit warrants (note that in STARS the entries are made at the fund level) and 1151's	TBD		ME-12	Harbell
22.		Train MEO staff including specific SGL accounting	TBD		ME-12	Harbell
23.		Prepare Emergency Response Fund				
24.		Determine if OMB will require this report in FY 2005	05/28/04	Completed (it is required)	ME-12	Harbell
25.		Develop report on obligations by TAFS and fund group/B&R in STARS that provides State of Vendor	07/30/04	State of Vendor no longer needed – report on obligations is	STARS	

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				needed – Harbell will work with King to develop		
26.		Prepare desk procedures for ERF report	TBD		ME-12	Harbell
27.		Prepare Technology Transfer Report				
28.		Determine whether contractor reports will be submitted directly to Germantown Reporting Team, or through MEO liaison accountants	05/28/04	Thru MEO liaison accountants (per Loyd)	ME-12	Harbell
29.		Contact field offices to determine whether they have ever had to return funds to Treasury as a result of exceeding 5% of lab's budget	05/28/04	IC at AL did once	ME-12	Harbell
30.		STARS Transactions Set-up for entering Technology Transfer funds returned to Treasury	TBD		STARS	
31.		Develop desk procedures for Technology Transfer Report	TBD		ME-12	Harbell
32.		Prepare 220.9 Aging Report on Receivables				
33.		Develop Web-based application to replace current Excel-disk exchange process	06/30/04 07/31/04	Completed 8/18/04	ME-13	Rupani
34.		HQ test Web-based reporting process	07/15/04 07/31/04 08/30/04	In process	ME-12	Hoch
35.		Determine what role the field liaison will have during the FY 2005 DISCAS environment	08/30/04	Completed	ME-12	Loyd
36.		Develop process flow	07/31/04 08/30/04	Completed	ME-12	Hoch
37.		Identify field/contractor users and issue user ID's	08/30/04	Completed	dME-12	Hoch
38.		Complete field testing of 220.9 reporting process	09/30/04		ME-12	Field CFOs
39.		Issue guidance to EFASC field contacts	10/01/04		ME-12	Hoch
40.		PMA/FERC				
41.		Hold conference call with PMAs/FERC to discuss how their data will be sent	04/30/04	Completed	ME-12 /	Williams /

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		Action	Target Completion Date	Status	Organization	POC
		in STARS.		04/30/04	STARS	Miller
	A	Send out conference call minutes for comment	05/04/04	Completed 05/04/04	ME-12	Williams
	B	Develop and send out crosswalk of legacy to STARS SGL subaccount list	05/04/04	Completed 05/04/04	ME-12	Williams
	C	Send out spreadsheet of STARS balancing and combination edits	05/07/04	Completed 05/07/04	STARS	Miller
42.	D	Receive legacy power system and fund data from WAPA	05/12/04	Completed 05/12/04	WAPA	Marshall
43.	E	Convert WAPA legacy power system and fund data to STARS values and send new values to WAPA	05/14/04	Completed 05/18/04	STARS	Miller
44.	F	Schedule follow-up conference call with PMAs/FERC	05/24/04	Completed 05/24/04	ME-12 / STARS	Williams / Miller
45.		Ensure PMAs/FERC have received access and passwords to STARS system	05/17/04	08/20/04 (FERC may still be having connectivity issues)	STARS	Wisner
46.		PMA/FERC 2nd Quarter test data				
	A	Send out basic ADI spreadsheets to PMAs/FERC to use for March 31, 2004 data input	05/07/04	Completed 05/07/04	STARS	Miller
	B	Receive uploaded ADI spreadsheets containing ending balance budgetary and proprietary data for period ending March 31, 2004 from PMAs/FERC. Data should be input using new STARS SGL subaccounts and should be recorded as separate trial balances for each STARS Fund.	05/28/04	FERC 5/21/04 APA, BPA, SEPA & SWPA 5/27/04 WAPA only sent 1 fund	STARS / ME-12	Miller / Williams
	C	Post March 31, 2004 PMA/FERC data to STARS General Ledger	06/01/04	06/08/04	STARS	Miller
47.	D	Run reports (SF-133, FMS-2108 & financial statements, etc.) to test data	06/02/04	06/11/04 (Ran SF-133s)	STARS / PMAs	Miller
48.		PMA/FERC Monthly test data				
	A	Receive uploaded ADI spreadsheets containing March 31 – April 30, 2004 activity for cash (with offset to SGL 2990F1) and budgetary SGLs. Data should be input using new STARS SGL subaccounts and should be recorded as separate trial balances for each STARS Fund.	06/30/04	AKA, SEPA, SWPA & 1 WAPA fund 06/30/04	STARS / ME-12	Miller / Williams
	B	Post April activity for cash and budgetary SGLs to STARS General Ledger	07/01/04	07/06/04	STARS	Miller

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		Action	Target Completion Date	Status	Organization	POC
	C	Run reports (SF-133, FMS-2108 & financial statements, etc.) to test data	07/02/04	07/07/04 (Ran SF-133s)	STARS / PMAs	Miller
49.	PMA/FERC 3rd Quarter test data					
	A	Receive uploaded ADI spreadsheets containing May 1 – June 30th activity for cash (offset in SGL 2990F1) and budgetary SGLs and April 1 – June 30th activity for the remainder of the proprietary SGLs. Data should be input using new STARS SGL subaccounts and should be recorded as separate trial balances for each STARS Fund.	07/30/04		STARS / ME-12	Miller / Williams
50.	B	Post 3rd quarter activity to STARS General Ledger	08/02/04	08/26/04 (The DEV instance was down & then they refreshed it. All FY03 ending balances and FY04 budgets had to be reentered before we could post for June FY04.	STARS	Miller
51.	C	Run reports (SF-133, FMS-2108 & financial statements, etc.) to test data	08/03/04	08/26/04 (Ran SF-133s) Will run fin. stmts. next week.	STARS / PMAs	Miller
52.	D	Decide whether STARS can handle receiving monthly budgetary data and quarterly combined data and also decide whether to continue testing.	08/09/04	08/26/04 Testing will continue. Can receive budgetary and proprietary data separately.	STARS / ME-12	Miller / Loyd
53.	Convert FY04 PMA/FERC ending balances in MARS to STARS. The conversion program will move the data from the legacy SGL subaccounts to the new STARS subaccounts.		10/29/04		STARS	Long
54.	Post FY04 ending balances to STARS General Ledger and run closing routines to obtain FY05 opening balances		10/29/04		STARS / Systems	
55.	Reverse out the PMA/FERC converted data.		11/01/04		STARS /	

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		Action	Target Completion Date	Status	Organization	POC
					Systems	
56.		Send ADI spreadsheets to the PMAs/FERC for them to enter FY04 ending balances in the appropriate STARS funds & subaccounts.	11/04/04		STARS / ME-12	
57.		Receive uploaded ADI spreadsheet with FY04 ending balances from the PMAs/FERC. Reopen, repost, and reclose September F04 to obtain FY05 opening balances for the PMAs/FERC in STARS	12/10/04		STARS / ME-12	
58.		Obtain MARS log on IDs and passwords for the PMAs/FERC	12/15/04		Systems	Wilson
59.		EFASC will send PMAs/FERC 1st Quarter FY05 ADI spreadsheets with appropriation, apportionment and allotment entries already completed	01/05/05		ME-12	
60.		PMAs/FERC will e-mail completed 1st Quarter FY05 ADI spreadsheet to EFASC . The first file would contain budgetary and proprietary data for October 1 – December 31, 2004. (6 working days)	01/10/05		STARS / ME-12	
	A	EFASC will convert this data into a MARS flat file and load into the system	01/12/05		STARS / Systems	
	B	Run reports (SF-133s, financial statements, Status of Appropriations, etc.) out of MARS and fax to PMAs/FERC if necessary	01/13/05		ME-12 / PMAs	
	C	Load ADI spreadsheets into STARS for testing	01/17/05		ME-12 / PMAs	
61.		Upon Go-live, should be able to either convert FY05 PMA/FERC data from MARS (should have one to one fund and subaccount relationships) or use ADI spreadsheets.	TBD		ME-12 / STARS	
62.		Develop desk procedures for submission and receipt of ADI spreadsheets, required AFF segments, posting PMA/FERC data, and running reports	09/30/04		STARS / ME-12	Miller / Williams
63.		Plant Acquisition and Construction Report				
64.		Obtain information regarding IDW capability for producing this report	05/14/04	Completed	ME-12/13	Kemp
65.		Obtain information regarding need for this report across the complex	05/14/04	Completed	ME-12	Kemp
66.		Document current MARS/FDW process	05/14/04	Completed	ME-12	Kemp
67.		Obtain selection criteria for report	05/20/04	TBD	ME-12/13	Kemp
68.		Request development of this report by STARS/IDW teams	07/15/04	TBD	ME-12	Kemp
69.		ALC/224 Consolidation				
70.		Receive listings of ASAP authorizers/certifiers from the 3 Regional Financial	05/01/04	05/10/04	RFC's	Carol Cole,

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		Centers, FMS		Completed	Treasury	FMS
71.		Forward listings to service centers for verification of users/user roles	05/10/04	05/10/04 Completed	Kemp	Kemp
72.		Call Carol Cole, FMS, to further discuss the time line for conversion of LOCs, remaining ASAPs, and other-than-ASAP activity	05/12/04	05/14/04 Completed	Kemp/Cole /Jackson (FMS)	Kemp
73.		Receive verification of users/roles from service centers (SCs)	05/14/04	05/14/04 Completed	ME-12	Kemp
74.		Receive FMS guidance regarding timeline for ALC conversion of LOC activity /remaining ASAP activity/and other-than-ASAP activity	05/17/04	05/19/04 conf call Completed	Carol Cole, FMS	Kemp
75.		Prepare DRAFT conversion plan for Rick Loyd's and Carol Cole's review and approval	05/20/04 AM	05/20/04 Completed	ME-12	Kemp
76.		Receive listing of certifying officers (COs) from FMS to use for enrollment information	05/20/04	05/20/04 Completed	Carol Cole, FMS	Kemp/Carol Cole, FMS
77.		ME-12 issues draft conversion plan (as coordinated with FMS) to service centers	05/21/04	5/24/04 Completed	ME-12	Kemp/Cole
78.		ME-12 issues DOE Head of Agency letter to FMS requesting: Add authority for 89-00-0001 to existing authority for current ASAP certifying officers (COs) whose roles are not changing (Notify Carol Cole, FMS, when letter is sent)	05/28/04	05/25/04 Completed	ME-12	Kemp
79.		SCs/Satellites provide comments on DRAFT conversion plan to Debbie.Kemp@hq.doe.gov or Rick.Loyd@hq.doe.gov	05/28/04	06/01/04 Completed	SCs/Satellites	Kemp/White/Thomas/Rosenberry

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80.		Develop SOD reconciliation process for LOC in 89-00-0001 interim submissions	05/30/04	06/16/04 Completed	ME-12	Kemp
81.		Discuss implications on Year-End closing (risk to Audit) with GAO/KPMG	05/31/04	06/02/04 Completed	ME-12	Loyd/Kemp
82.		SCs/satellites submit FPA Enrollment and ID request forms (one per office) to FMS Regional Finance Centers. (Submit list of all users/roles for your office as well as the old-to-new ALC/region listing). These enrollment forms should cover GRANTS as well as LOC ASAP payments.	06/01/04	Completed 06/18/04	SCs/Satellites	Kemp/White/ Thomas/ Rosenberry
83.		Certifying Officers (SCs/Satellites) whose authority for ASAP activity has expired and those requesting NEW authority as a CO - Submit FMS Form 210 – Designation for Certifying Officer signature forms to FMS, Washington, DC. If a CO is designated correctly on the user/roles RFC listing submitted with the DRAFT document, no FMS Form 210 is required. “Expired” (auto deleted) authority requires an individual to request reinstatement.	06/01/04	Completed 06/18/04	SCs/Satellites	Kemp/Cole, FMS/ White/Thomas/ Rosenberry
84.		ME-12 issues final conversion plan (as coordinated with FMS and incorporating field comments) to SCs	06/01/04	06/01/04 Completed	ME-12/Carol Cole, FMS/ Debbie Jackson, FMS	Loyd/Kemp/ Cole, FMS
85.		Procurement offices at SCs/Satellites, coordinated by the integrated contractors and banks, modify LOC agreements to reflect new ALC/proper region code. MODIFY grant agreements, if necessary.	06/01/04 thru 06/30/04	Agreement for LOCs does not require ALC to be specified	Procurement offices at SCs and Satellites/Integrated contractors	Kemp/White/ Thomas/ Rosenberry

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		Action	Target Completion Date	Status	Organization	POC
		SCs/Satellites provide copy of new agreements to appropriate RFCs.			/banks	
86.		SCs/Satellites/LOC integrated contractors - notify banks 1) that last draw down date for LOCs under the “old” ALC will be June 30, 2004 and 2) that testing dates for their system change can be coordinated with FMS NOTE: BANKS SHOULD DRAW DOWN FOR LOC ACTIVITY ONLY AGAINST 89-00-0001 BEGINNING 7/1/04.	06/01/04	Completed 06/11/04	SCs/Satellites/Integrated contractors /Banks	Kemp/White/Thomas/Rosenberry
87.		Bank testing of new ALC in their systems. (Tuesdays and Fridays are test days through the month of June.)	06/01/04 thru 06/30/04	Completed 06/30/04	Banks/FMS	Kemp/Carole Cole, FMS/Debbie Jackson, FMS
88.		Prepare cover letter to Debbie Jackson, FMS, with attachments from item 13 to be placed in FMS files at each RFC	06/02/04	06/02/04 Updated 06/10/04	ME-12	Kemp
89.		Issue request to MARS contacts at SCs to scrub DISCAS maps hard-coded with ALCs to eliminate ALCs other-than 89-00-0001 as the timing of consolidation dictates	06/02/04	06/02/04 Completed	ME-12/MARS contacts	Kemp/White/Thomas/Rosenberry (CAC)
90.		SCs/Satellites ELIMINATE hard coded ALCs other than 89-00-0001 on LOC-related DISCAS map codes.	06/03/04 thru 06/15/04	Completed as of 8/18/04 conf call		
91.		SCs/Satellites complete clean up of LOC SODs (As of 6/16/04, only 89-00-8905 for April only)	06/03/04 (May 224)	Completed for May 06/16/04	SCs	Kemp/White(AL)/

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						Thomas (OR)/ Rosenberry (CAC)
92.		In response to DOE Head of Agency request letter (item 10), FMS will notify the Federal Reserve Bank (FRB) of DOE's assignment of new authority for 89-00-0001 to existing ASAP users	06/11/04	Completed 06/18/04	FMS	Carol Cole, FMS Debbie Jackson, FMS
93.		Acceptance testing for 224 submission in STARS	06/10/04	Completed 06/10/04	STARS teams/ME-12	Kemp
94.		Acceptance testing for 224 reconciliation reports in STARS	06/10/04	Recon rpts not yet available for testing (8/24/04)	STARS teams/ME-12	Kemp
95.		ME-12 issues guidance for SF-224 submissions from July thru September, 2004, and provides Excel spreadsheet template to be submitted by SCs/Satellites for use at HQs to consolidate interim 224's	06/15/04	Completed 07/06/04	ME-12	Kemp
96.		ME-12 prepares and issues memo to CFOs discussing notification of contracting officers re: modification of contracts/LOC agreements.	06/15/04	Completed 06/21/04	ME-12	Kemp/Loyd
97.		Monitor clean up of Statement of Differences for May SF-224 data (6-16-04 Only LOC SOD is 89008905 for April 2004.)	06/15/04	Completed 06/16/04	ME-12	Kemp
98.		Conference call with FMS and service centers/satellites regarding consolidation progress and any issues of concern.	06/17/04	Completed 06/17/04	ME-12/SCs/Satellites/ FMS	Kemp
99.		SCs/Satellites MOVE SUFFICIENT 1031 DRAW DOWN AUTHORITY from "old" ALC to start up "new" ALC/proper region code.	06/29/04	Completed 06/29/04	SCs/Satellites	Kemp/White/ Thomas/ Rosenberry
100.		Develop SOD reconciliation process (including grants) in 89-00-0001 interim submissions	06/30/04	In DRAFT format 7/30/04	ME-12	Kemp

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101.		Verify clean up of LOC-related hard-coded maps	06/30/04	Completed as of 8/18/04	ME-12	Kemp
102.		Contact FMS SOD office to determine appropriate action to close out “old” ALCs	07/01/04	07/27/04	ME-12	Kemp
103.		BANKS BEGIN MAKING DRAW DOWNS FOR LOC ACTIVITY ONLY AGAINST ALC 89-00-0001. NOTE: Ohio field office LOC will be reported on 89-00-0001 as of 8/1/04.	07/01/04	Completed 07/01/04	LOC Banks	Kemp/White/Thomas/Rosenberry/FMS
104.		SCs/satellites resolve draw down authority discrepancies for LOC accounts in DISCAS/MARS	07/01/04 thru 07/15/04	Completed per 8/18/04 conf call	SCs/Satellites	Kemp/White/Thomas/Rosenberry
105.		ME-12 prepares guidance to field regarding Grants Account-ID format with concurrence by STARS and Corp.Fin. Systems Div.	07/15/04	Completed 07/20/04	ME-12/STARS team	Kemp/Sparks/Lorah
106.		SCs/Satellites notify grantee organizations and related banks that last draw date for ASAP accounts under the “old” ALC will be Friday, August 20, 2004 NOTE: Grantee organizations should draw down only against 89-00-0001 beginning 9/1/04	07/12/04	Completed 7/12/04 FRB Message board announcement went out as well	SCs/Satellites	Kemp/Rosenberry/White/Thomas
107.		Monitor clean up of Statement of Differences for June data (OR – 89008905 has offsetting Apr/June differences; SR has June difference of \$100)	07/15/04	7/9/04 – Offices notified	ME-12	Kemp
108.		Conference call with FMS and service centers/satellites regarding consolidation progress and any issues of concern.	07/16/04	Completed 7/16/04	ME-12/SCs/Satellites/FMS	Kemp

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109.		FMS (Jaketha Robinson) requests FRB post Broadcast Message to DOE grantees regarding payment black out and CID format change	07/19/04	Completed 07/26/04	FMS/Service Centers/ ME-12	Kemp
110.		Email Michael Norman/Stan Ginsberg (FMS) written request for extension of September SF-224 submission date. Copies of email cc'd to NNSA, ORFSC, and CAC. EXTENSION DENIED.	07/27/04	Completed 07/27/04	ME-12	Kemp
111.		Create STARS report to replace MARS DCA Extract – FBWT Recon	07/30/04	To follow testing of Analysis of Funds STARS report	STARS Team	Kemp
112.		Create STARS report to replace FBWT Analysis of Funds Report (Appropriations Balances)	07/30/04	In process - ME-12 rec'd rept dated 7/13/04 on 8/10/04	STARS Team	Kemp
113.		SCs/Satellites BEGIN MOVING GRANT OBLIGATIONS from “old” ALC to “new” ALC with “new” format (approx. 350 - 600 grants each – Golden/Idaho) (approx. 575 grants – Oak Ridge SC) (approx. 3,000 grants – NNSA SC) (approx. 3,000 grants – CAC/CH) IMPORTANT TO NOTE: SCs/Satellites will coordinate the exact TIMING of these conversions will take place with grantees. All grants must be converted to the new ALC/region code by 9/15/04.	08/01/04	08/10/04 in process	NNSA SC/Satellites	Kemp/Hart / Thomas

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114.		SCs/Satellites eliminate hard coded ALCs other than 89-00-0001 on LOC-related DISCAS map codes (To be verified on September ALC conference call.)	08/01/04 thru 08/15/04		SCs/Satellites	Kemp/Hart / Thomas
115.		SCs SUBMIT 224 spreadsheet for LOC to ME-14 (HQs) for use in preparing consolidated SF-224 for 89-00-0001.	08/04/04 Early AM	Completed 8/4/04 EVENING	SCs/Satellites/Contractors	Kemp/Hart (AL)/ Thomas (OR)/ Rosenberry (CAC)
116.		ME-14 reports all 1031 (LOC) activity for 1031s on ALC 89-00-0001	08/06/04 (July 224)	Completed 8/5/04 ON TIME - Treasury chg'd due date	ME-14	Rosenberry
117.		Acceptance testing for new STARS DCA Extract reconciliation report	08/10/04	Report not yet provided for testing	ME-12	Kemp
118.		Acceptance testing for new STARS FBWT report (appropriation balance report)	08/10/04	In process ME-12 on 7/13/04 rec'd reprt dated: 8/10/04 - Problems	ME-12	Kemp
119.		SCs/Satellites remind grantee organizations to draw enough funds on August 20, 2004 to cover expenses through and including 08/31/04	08/13/04	Completed 8/20/04	SCs/Satellites	Kemp/Hart / Thomas/ Rosenberry
120.		Monitor clean up of Letter of Credit Statement of Differences for July SF-224 data (Idaho 89008907 SOD – Deposits off \$66K – Treasury will fix in August for July accounting period. CAC 89000001 SOD – Deposits off \$20,000.)	08/16/04	Completed 8/11/04 - Notified Idaho/CAC -Treasury resolved in Aug.	ME-12	Kemp
121.		Conference call with FMS and service centers/satellites regarding consolidation progress and any issues of concern. Offices should be prepared to report on reconciling LOC balances in DISCAS (obs/costs/payments)	08/18/04	Completed 08/18/04	ME-12/SCs/Satellites/ FMS	Kemp
122.			08/20/04	FRB black out period begins at FRB 8/20/04	Grantee organization	Kemp

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		Action	Target Completion Date	Status	Organization	POC
		Last day for grantee organizations to make draw downs against “old” ALCs NOTE: NO DRAW DOWNS FOR GRANTS WILL BE MADE UNTIL 9/1/04. FRB Message Board actually extended the black out period to 9/15/04.			ns	
123.		Reconcile July 89-00-0001 (consolidated LOCs) Statement of Differences	08/25/04 08/30/04	Completed 08/25/04	ME-14	Rosenberry
124.		Verify clean up of ASAP-related hard-coded maps – To be verified in September ALC conference call.	08/31/04		ME-12	Kemp
125.		Grantee organizations begin making ASAP draw downs ONLY against 89-00-0001/proper region code	09/01/04 - 09/15/04 as specified by service centers		Grantee organizations	Kemp/Hart / Thomas/Rosenberry
126.		Submit memo to Kenneth Johnson, FMS, from Director, Office of Financial Policy, DOE, requesting immediate closure of former LOC ALCs now converted to 89000001 and closure of the remaining service centers, effective 10-1-04.	09/02/04	Completed 09/02/04	ME-12	Kemp
127.		SCs SUBMIT 224spreadsheets (all ASAP) to ME-14 (HQs) for use in preparing consolidated SF-224 for 89-00-0001.	09/03/04 Early AM By noon	Completed in evening	SCs/some satellites	Rosenberry
128.		ME-14 reports all ASAP activity (LOCs and Grants) on 89-00-0001	09/07/04 (Aug 224)	Completed 09/03/04 at 11:15PM	ME-14/SCs/Satellites/Contractors /	Rosenberry Kemp
129.		Develop pre-STARS FY 2005 224 submission process document	09/07/04		ME-12 and ME-14	Kemp/Rosenberry

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		Action	Target Completion Date	Status	Organization	POC
130.		Develop pre-STARS FY 2005 SOD reconciliation process document	09/07/04		ME-12 and ME-14	Kemp/Rosenberry
131.		Submit formal requests to ORFSC and NNSA services centers to gain access to those DISCAS data bases (for query purposes) for Steve Rosenberry and Debbie Kemp	09/08/04		ME-14 and ME-12	Rosenberry /Kemp
132.		ORFSC sends out annual invoices for utility fees for the UED&D fund in late September or Early October. Included with this mailing will be the revised wire transfer instructions for the D&D utility companies.	09/15/04 - 10/15/04		ORFSC	Baldwin
133.		RW (Radioactive Waste) office at HQs sends out revised wire transfer instructions to the Nuclear Waste Fund utility companies.	09/15/04 - 10/15/04		Office of Civilian Radioactive Waste Mgmt, HQs	Baldwin
134.		Monitor clean up of all DOE Statement of Differences for August SF-224 data	09/15/04		ME-12	Kemp
135.		Conference call with FMS and service centers/satellites regarding consolidation progress and any issues of concern. (Verification of items 45, 52, 55, and 59 as well.)	09/15/04		ME-12/SCs/Satellites/FMS	Kemp
136.		Provide guidance to SCs/Satellites regarding requirements for 224 submission and reconciliation back up documentation to HQs under the MEO FY 2005 pre-STARS	09/17/04		ME-12	Kemp
137.		Reconcile August 89-00-0001 (consolidated LOCs) Statement of Differences	09/28/04		ME-14	Rosenberry
138.		Prepare FY 2005 pre-STARS monthly Fund Balance With Treasury (FBWT) reconciliation desk procedures	09/30/04		ME-12	Kemp
139.		Change ALC in DUNS accounts – ME-12 - no impact to field	10/01/04		ME-12	Chayette
140.		Verify clean up of ALL other-than-89-00-0001 hard-coded maps	10/01/04		ME-12	Kemp

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		Action	Target Completion Date	Status	Organization	POC
141.		Monitor clean up of all DOE Statement of Differences for Sept SF-224 data	10/01/04 and again 10/04/04		ME-12	Kemp
142.		SCs and some satellites (SNR, PNR, ID) submit September 224 spreadsheets to EFASC, HQs, reporting LOC/grant data for use in preparing consolidated September SF-224 for 89-00-0001.	10/05/04 Early AM By noon (Sep 224)		SCs/and some satellites	Kemp /Rose nberry/Tho mas/Hart
143.		EFASC, HQs, transmits DOE consolidated SF-224 (including all ASAP activity) on ALC 89-00-0001	10/07/04 (Sep 224)		EFASC, HQs	Kemp /Rose nberry
144.		DOE completes year-end cash reconciliation for Department	10/15/04		DOE	Kemp
145.		Monitor clean up of all DOE Statement of Differences for September SF-224 data	10/25/04		EFASC, HQs	Kemp
146.		Reconcile Sept 89-00-0001 (consolidated total ASAP – grants and LOCs) Statement of Differences	10/29/04		EFASC, HQs	Rosenberry
147.		EFASC Field Staff faxes copies of all integrated contractor (payments/collections) reports to EFASC, HQs.	No later than 3 pm 11/3/04		EFASC Field Staff	Thomas/Ha rt (EFASC Field Staff)
148.		EFASC, HQs, generates an October SF-224 report from each of the three service centers' DISCAS data bases (for all cash activity) and prepares a consolidated DOE SF-224 (89000001) for transmission to Treasury via GOALS II.	11/03/04 Early AM By 3pm est (Oct 224)		EFASC, HQs	Kemp /Rose nberry
149.		EFASC, HQs Transmits all consolidated DOE SF-224 activity on ALC 89-00-0001	11/04/04 (Oct 224)		EFASC, HQs	Rosenberry
150.		Reconcile Oct 89-00-0001 (consolidated all DOE 224 activity) Statement of Differences	11/25/04		EFASC, HQs	Rosenberry

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		Action	Target Completion Date	Status	Organization	POC
151.		EFASC Field Staff faxes copies of all integrated contractor (payments/collections) reports to EFASC, HQs.	No later than 3 pm 12/3/04		EFASC Field Staff	Thomas/Hart (EFASC Field Staff)
152.		EFASC, HQs, generates an October SF-224 report from each of the three service centers' DISCAS data bases (for all cash activity) and prepares a consolidated DOE SF-224 (89000001) for transmission to Treasury via GOALS II.	12/03/04 By 3pm est (Nov 224)		EFASC, HQs	Rosenberry
153.		EFASC, HQs, transmits all consolidated DOE SF-224 activity on ALC 89-00-0001	12/06/04 (Nov 224)		EFASC, HQs	Rosenberry
154.		Prepare monthly Fund Balance With Treasury (FBWT) reconciliation desk procedures for FY 2005 in the STARS (post-DISCAS) environment.	12/15/04		EFASC, HQs	Kemp
155.		Reconcile Nov 89-00-0001 (consolidated all DOE 224 activity) Statement of Differences	12/31/04		EFASC, HQs	Rosenberry
156.		Provide guidance to EFASC Field Staff and Satellites regarding 224 submissions and requirements for reconciliation back up documentation to EFASC, HQs, for FY 2005 in the STARS (post-DISCAS) environment.	10/08/04 01/05/05		EFASC, HQs	Kemp
157.		FACTS II and SF-133, Report on Budget Execution				
158.		Verify that Budget Execution will be responsible for setting up TAFS in STARS and recording appropriations	05/28/04	Completed	ME-12	Harbell
159.		Verify that the SF-133 and FACTS II bulk transfer file, including file attributes, can be produced in STARS and are in the correct format	06/30/04 TBD	Behind Schedule – Issues being identified & documented; solutions needed	ME-12	Harbell
160.		Verify that the FACTS II edits are available, working, and properly established in STARS	06/30/04 TBD	Behind Schedule – Additional testing in	ME-12	Harbell

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		Action	Target Completion Date	Status	Organization	POC
				UAT2		
161.		Verify that there is a means to edit attributes on the FACTS II file in STARS	06/30/04 TBD	Behind Schedule – Don't know if possible	ME-12	Harbell
162.		Determine how/whether FACTS II attributes can be corrected if incorrectly entered into STARS	07/30/04 TBD	Possible – but not yet tested	ME-12	Harbell
163.		Develop FMS-2108 reports in STARS (Financial Report Generator or Discoverer?) by Approp and by FO with additional sorts by fund type, SGL, etc.	08/15/04 TBD	FMS-2108 at TAFS level developed, testing incomplete	STARS	
164.		Determine what FACTS II tie point detail reports need to be developed to produce all required tie point comparisons	08/15/04 TBD	Behind Schedule	ME-12/STARS	Harbell
165.		Determine who (or how) FMS-2108 certification process will be handled by the MEO, including requirements for deobligation reviews	08/30/04		ME-12	Dulovich
166.		Prepare desk procedures	09/15/04 TBD		ME-12	Harbell
167.		Test to ensure that the STARS FACTS II bulk file can be sent to Treasury and passes the Treasury file format edits	09/15/04 TBD	File appears to be in correct format – good file not available for complete testing	ME-12	Harbell
168.		Assure that STARS SF-133s can be downloaded in a format that can be posted to the EFASC web page	09/15/04 TBD	Problems – currently we'd need to post each TAFS separately. TAR has been logged with Oracle and other avenues being examined	ME-12	Harbell
169.		Develop required FACTS II tie point detail reports needed to produce all required tie point comparisons	09/15/04 TBD		STARS	
170.		Report on Operations on NWF & D&D Fund				
171.		Program reports in MARS	05/31/04	NWF completed D&D specs with	ME-12	Thomas

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		Action	Target Completion Date	Status	Organization	POC
				programmer		
172.		Prepare STARS desk procedures	TBD		ME-12	Thomas
173.		Program STARS report	2005		ME-12	Thomas
174.		Status of Obligation/Status of Appropriations Reports				
175.		Develop STARS (and IDW??) status of obs and status of appropriation reports based on SGL criteria	TBD		STARS	
176.		Test STARS reports	TBD	Converted data so bad testing not begun	ME-12	Harbell
177.		Test IDW reports	TBD			
178.		Create Tutorial on how to run reports	TBD		STARS	
179.		Write desk procedures for running and distributing reports	TBD		ME-12	Harbell, Hoch, Chayette
180.		International Transactions Report				
181.		Obtain understanding of STARS process/capability of generating report	08/15/04 TBD		ME-12	Chayette
182.		Determine feasibility of Web application to replace current MARK IV process	08/15/04		ME-12	Chayette
183.		Prepare process flow	08/15/04		ME-12	Chayette
184.		Prepare STARS desk procedures	09/15/04 TBD		ME-12	Chayette
185.		Federal Aid to States Report				
186.		Obtain understanding of STARS process/capability of generating report	08/15/04 TBD		ME-12	Chayette
187.		Determine feasibility of Web application to replace current MARK IV process	08/15/04		ME-12	Chayette
188.		Prepare process flow	08/15/04		ME-12	Chayette
189.		Prepare STARS desk procedures	09/15/04 TBD		ME-12	Chayette
190.		Unfunded Foreign Currency Reservations Accounts Report				
191.		Obtain understanding of STARS process/capability of generating report	08/15/04		ME-12	Chayette

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		Action	Target Completion Date	Status	Organization	POC
			TBD			
192.		Prepare process flow	08/15/04		ME-12	Chayette
193.		Prepare STARS desk procedures	09/15/04 TBD		ME-12	Chayette
194.		Estimated Foreign Currency Collections and Expenditures Report				
195.		Obtain understanding of STARS process/capability of generating report	08/15/04 TBD		ME-12	Chayette
196.		Prepare process flow	08/15/04		ME-12	Chayette
197.		Prepare STARS desk procedures	09/15/04 TBD		ME-12	Chayette
198.		DHS Disbursements by CID (Monthly)				
199.		Obtain understanding of STARS process/capability of generating report	08/15/04 TBD		ME-12	Chayette
200.		Prepare process flow	08/15/04		ME-12	Chayette
201.		Prepare STARS desk procedures	09/15/04 TBD		ME-12	Chayette